



**Office of Policy and Management
JOB OPPORTUNITY
Office Assistant (Confidential) – Clerk Typist (Confidential)
Office of Labor Relations**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public (see eligibility requirement below).

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No. 84989 (Please include this number in your cover letter and on your application)

Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. (40 hours per week)

Salary: CA13, \$40,901 - \$54,737 annual (Office Assistant)
CA10, \$36,671 - \$47,284 annual (Clerk Typist)

(New hires into state service start at the minimum of the salary range)

Closing Date: Must be received in this office by 5:00 p.m., Thursday, July 23, 2015

The Office of Policy and Management (OPM) seeks to fill a confidential Office Assistant vacancy (may underfill at the level of a Clerk Typist) in the Office of Labor Relations.

Position Description: Examples of duties of this confidential (non-bargaining unit) position in the Office of Labor Relations include, but are not limited to; provide general information and referral services in response to questions from labor relations and human resource staff in other state agencies; apply agency policies and state statutes and regulations in determining case status or responding to requests for procedural assistance; high volume scheduling; maintain calendars of due dates and initiate recurring work or special clerical projects accordingly; exercise discretion in choosing appropriate follow through procedures within defined guidelines and agency policy and procedures, verifying information through use of internal resources and contacts with sender and other work units and soliciting additional information as required by phone or form letter; process purchase requisitions/purchase orders for subsequent action; prepare payment lists and billing invoices against original purchase orders; maintains billing control cards, files, journals or account ledgers by posting credits, expenditures, interest, etc.; figures payments, costs, discounts and adjustments using prescribed methods and formulas; receives monies in various forms such as cash, checks and money orders and prepares for deposits; maintains inventory and orders supplies; uses a variety of automated equipment to perform job functions; compiles and generates recurrent technical, statistical or financial reports requiring judgment in the selection and presentation of data (format); types a variety of materials in relation to other duties or as assigned; maintains multiple databases; sets up and maintains office procedure, filing and indexing systems and forms for own use and professional staff; composes, proofs, and edits routine correspondence and legal documents; performs related duties as required.

Preferred Experience: Clerical experience in a legal environment; experience working with the public; and/or high volume scheduling and calendar maintenance.

Eligibility Requirement: Candidates applying for the Office Assistant position must have applied for and passed the Office Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Candidates applying for the Clerk Typist position must have six (6) months experience as a typist or its equivalent (substitution allowed: graduation from high school with coursework in typing); Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; interpersonal skills; oral and written communication skills; skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. **Candidates who had applied to the previous Office Assistant posting which closed on June 11, 2015 need not reapply.**

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit (1) cover letter that describes your interest and suitability for the position; (2) resume; (3) Application for Employment (form CT-HR-12) available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf; (4) your last three (current and consecutive) performance evaluations; and (5) confirmation you are on the current Office Assistant exam list if you are applying for this position at the office assistant level. If you are not a state employee and do not receive annual performance evaluations you may submit three letters of reference in lieu of the evaluations. **Do not include your social security number on the Application for Employment form.** Your application will not be considered complete without these five (5) documents. Submit your application to:

**Office of Policy and Management – Human Resources
450 Capitol Avenue
MS# 52ADM
Hartford, CT 06106
Attn: Carolyn Kozak
FAX: (860) 706-5790 (preferred method)

Tel: 860-418-6324**

NOTE: Applications submitted by e-mail will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.